

Using KnowHopePlus to track degree progress

For students who have declared major(s) & minor(s)

1. Log onto your [KnowHopePlus](http://plus.hope.edu) (http://plus.hope.edu) account.
2. From the “Main Menu” select “**Registrar, Financial Aid, and Student Accounts.**”
3. Select “**Student Records.**”
4. Then select “**Degree Evaluation.**”
5. Choose the current term and click “**Submit.**”
6. If you have declared a major(s) and/or minor(s), you’ll see your primary major listed under “Program” and “First Major.” Any other declared major or minor(s) will also be listed.
7. At the bottom of the screen, choose “**Generate New Evaluation.**”
8. Click on “**Program,**” then on “**Generate Request.**”
9. In the “Degree Evaluation Options:”
 - Click on “**Detail Requirements.**”
 - Click on “**Submit.**”

Wait a bit, then *presto!* Your degree evaluation comes up.

WHAT SHOULD YOU CHECK FOR?

You must be in “Detail Requirements” to check these things—if you’re not, back up and follow #9 above.

- In the first section (see example below),
 - **Is your Catalog Term the first term you attended Hope?** You will follow the requirements for general education, your major(s) and minor(s) that were in effect when you began at Hope. If the catalog term is not accurate, come to the Registrar’s Office, first floor of DeWitt.
 - **Is your Degree accurate?** Hope offers Bachelor of Arts, Bachelor of Science (for majors in the natural science), Bachelor of Music and Bachelor of Science in Nursing degrees; requirements are different for each.
 - **Are your Majors and Minors listed as you declared them?** If not, come to the Registrar’s Office, first floor of DeWitt.
 - Your **Expected Graduation Date** will automatically be listed as five years after your Catalog Term until you apply to graduate. After you apply to graduate, your expected graduation date will be the date you’ve told us you expect to complete your Hope College degree.


Program :	Psychology-BA	<u>Catalog Term :</u>	Fall 2004
Campus :	Main Campus	Evaluation Term :	Spring 2007
College :	Social Science	<u>Expected Graduation Date :</u>	May 06, 2007
<u>Degree :</u>	Bachelor of Arts	Request Number :	2
Level :	Undergraduate	Results as of :	May 10, 2007
<u>Majors :</u>	Psychology	<u>Minors :</u>	Chemistry
Departments :	Psychology		

□ In the second section,

- **How close are you to completing your degree?** You need at least 126 credits to earn a degree from Hope. The “Used” column counts the TOTAL number of credits you have earned (in Hope classes, transfer classes, language placement, Advanced Placement or International Baccalaureate exams) **AS WELL AS** the credits you are currently registered for (even though you won’t earn those credits until you pass those classes). See the example below.
- **Do you have the required GPA?** To earn a degree, your overall GPA must be at least 2.00 (some majors require a higher GPA).
- **Do we have all the credits you’ve transferred to Hope or earned via AP or IB exams?** These credits count toward the 126 you need... but the grades you earned do not affect your “Overall GPA.”

	Met	Credits		Courses	
		Required	Used	Required	Used
Total Required :	No	126.000	69.00		29
Program GPA :	Yes	2.00	3.23		
Overall GPA :	Yes	2.00	3.23		
Other Course Information					
Transfer :			19.000		6
In Progress :			16.000		5

- **Have you completed requirements for general education?** The next several sections of the degree evaluation involve general education requirements. These requirements are broken into at least 2 and as many as 4 parts (areas) depending on your degree. Each of these general education areas must be marked “MET” at the top of each area for your general education requirements to be completed.
- Each general education requirement has an “Attribute,” a code which you can use to search the on-line schedule when you select courses.

Area : BA/BS General Ed Requirements - **Not Met** 

Area : Cultural Heritage-Gen Ed (8.000 credits) - **Not Met**

Area : Social Sciences-BA/BS Gen Ed - **Met**

Area : Diversity Req-General Educ - **Met**

- **Have you completed the requirements for your declared majors and minors?** The next sections list the requirements of the majors and minors you have declared. If you have fulfilled requirements for declared majors and minors, the major or minor area will be marked “MET.” Check under each area for a list of requirements—any marked “NO” are not completed. At the end of each area, you’ll see your major or minor GPA; again, it must be at least 2.00 (some majors require higher GPA—check with your advisor).

- Check majors and minors **carefully**.
- If you are planning on teacher certification, your major and minor should:
 - *be an approved composite major for elementary education (Fine Arts Composite, Language Arts Composite, Science Composite or Social Studies Composite)*

OR

- *Special Education (EI or LD)*

OR

- *have “Education” as part of its description - for example, “English-Elementary Educ” or “English-Secondary Educ,” rather than simply “English.”*

- For some majors (especially in the natural sciences and music), more than one degree is possible. Is your degree listed correctly? If you have questions, check with your advisor or the Registrar's Office.

*If your major or minor or degree is **not listed correctly**, come to the Registrar's Office so we can correct your record. If these are not listed correctly, your degree evaluation will not be accurate.*

- **What classes are put in the “Elective Course” area?** In the elective course area, you’ll find classes you failed, took pass/fail or withdrew from, as well as any classes which do not complete requirements for general education or your declared majors or minors.
- **To make substitutions in general education requirements or majors/minors, complete the correct form.**
 - **General Education Substitution Form**
<http://www.hope.edu/admin/registrar/FormsPDF/GenEdWaiver.pdf>
 - **Major/Minor Substitution Form**
<http://www.hope.edu/admin/registrar/FormsPDF/mjr-min-sub.pdf>

Have questions about this on-line evaluation?

FIRST, please check the [Frequently Asked Questions](http://www.hope.edu/admin/registrar/CAPP/faq.html) (<http://www.hope.edu/admin/registrar/CAPP/faq.html>) (FAQ) section. If you don’t find an answer there, please e-mail advising@hope.edu or come to the Registrar’s Office, first floor of the DeWitt Center.

